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23 November 1971

MEMORANDUM FOR: Executive Officer, CI Staff

INFORMATION : Deputy for Information Management,
Information Services Division, DD/P

SUBJECT : Microfilming of Selected Finance Records
and Destruction of Corresponding Hard Copy

1. The Office of Finance has initiated a pilot test program to determine the feasibility and cost of converting selected field station accounting records to microfilm. Recommended procedures for document and film preparation, filming, and inspection are being followed and the film produced to date has been judged to be of excellent quality and well suited for Office of Finance purposes. This Office does not have the resources necessary to microfilm all field station accountings as they are received; however, we plan to continue our microfilm program on a small scale as resources can be made available for this purpose. It is our present intention to destroy the hard copy accountings immediately after they have been microfilmed and the film has been inspected.

2. In view of your interest in certain Office of Finance records for CI purposes, random samples of the microfilm records produced to date were shown to [redacted] of the CI Staff on 11 November 1971. Comparisons were made with the corresponding hard copy records and both [redacted] agreed that the film is of high quality and entirely satisfactory for the needs of CI Staff. The Office of Finance will, as in the past, be able to provide appropriate reference service to meet any current or future CI research requirements on those field station accountings which have been or will be converted to microfilm. In addition to the substantial reduction in storage requirements which will accrue to the Agency through conversion of certain of our finance records to microfilm, a not to be overlooked by-product advantage will be the availability of a duplicate set of our records as two microfilm copies are made of all such records filmed.

3. Unless you have some basis for concluding that microfilm records, in lieu of the hard copy of our field station accountings, would not satisfactorily meet your reference requirements, we plan to begin immediate destruction of all hard copy accountings as they are reproduced on microfilm.

[redacted]
Executive Officer
Office of Finance

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